

Purpose

This policy and procedure provides the means in which an employee who is injured on the job may receive full pay while on Workers' Compensation Leave.

Policy

It will be the policy of the Department of Transportation to supplement workers' compensation benefits by allowing employees to use their sick, annual, compensatory, excess and converted sick time.

Background

This policy has been developed in compliance with the Department of Human Resource Rules.

Definitions

RDS/R Manager: Region/District Safety/Risk Manager.

Claims Specialist: Representative of UDOT's Risk Management Section acts as the RDS/R Manager for the Complex.

Return To Work Team (RWT): May include RDS/R Manager, Region Administrative Coordinator, employee's immediate supervisor, and others as necessary. The Return To Work Team for the Complex will include the Claims Specialist, Human Resources, employee's immediate supervisor, and others as necessary.

Procedures

Workers Compensation Leave

UDOT 05C-75.1

Responsibility: Employee

Actions

1. Immediately notifies Supervisor of injury.

Responsibility: Supervisor and Employee

2. Immediately notifies Region/District Safety/Risk (RDS/R) Manager of injury.
3. Completely fills out the Employer's First Report of Injury or Illness (form 122). Forwards the form 122 to the RDS/R Manager.

Responsibility: RDS/R Manager

4. Receives and reviews completed form 122 from supervisor and employee. Transcribes information from the submitted form 122 to the electronic format and submits to the Workers' Compensation Fund of Utah. Sends copy of form 122 to the employee, Claims Specialist, Region Administrative Coordinator (if applicable) and Comptroller - Payroll Coordinator. Workers' Compensation Fund of Utah forwards form 122 to the Labor Commission.

Responsibility: Region Administrative Coordinator (or Claims Specialist for the Complex)

5. Notifies local payroll of the employee's industrial leave.

Responsibility: Comptroller - Payroll Coordinator

6. Notifies employee of options in writing when first check is received in the Comptroller's Office. The employee will be given the option to use their accrued leave benefits to supplement the Workers' Compensation check. If the employee's first benefit check and accrued leave paid exceeds their normal gross salary the employee will need to refund to the Department any accrued leave paid. This leave will be reinstated to the employee's leave balances.

Responsibility: Employee

7. Obtains a release to return to work from the physician or Preferred Provider.
8. If the employee's release indicates no work restrictions, the employee gives the release to the immediate supervisor before starting the first work day.
9. If the employee's release indicates work restrictions, the employee must obtain approval from the RWT Team as per policy and procedure 05D-3.

Responsibility: Supervisor

10. Notifies the RDS/R Manager (Claims Specialist for the Complex) and the Region Administrative Coordinator (if applicable) when the employee has been released to return to work. Sends copies of the release to the RDS/R Manager immediately.

Responsibility: Region Administrative Coordinator (Claims Specialist for the Complex)

11. Will notify Comptroller's Office and the local payroll of the employee's return to work.

Responsibility: Comptroller - Payroll Coordinator

12. Authorizes full retirement credit to be paid for injured employee.